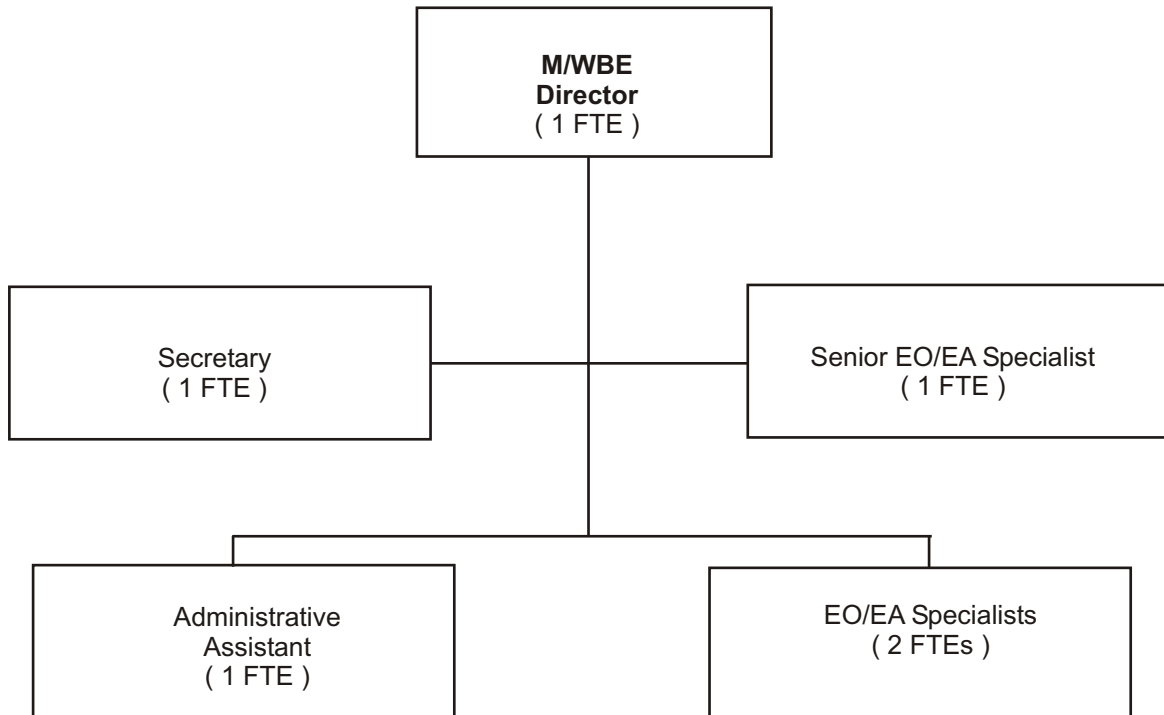




Equal Opportunity/ Equity Assurance

(6 FTEs)



EQUAL OPPORTUNITY / EQUITY ASSURANCE

Mission:

To assist all departments with the creation of a work place environment in which employee potential is maximized and differences are understood, where firms desiring to do business with the City can do so in an inclusive environment, and services to our internal and external customers are accessible and delivered in an equitable manner.

PROGRAM DESCRIPTION

Equal Opportunity and Equity Assurance

\$394,805
6 FTEs

M/WBE Outreach

The Department of Equal Opportunity/Equity Assurance is responsible for the implementation of the City's Minority and Women Business Enterprises Ordinance (M/WBE). Responsibilities include recruitment, certification, maintenance of data bank, business development, staff support to the M/WBE Advisory Committee, project identification, monitoring, and reporting in accordance with legislation.

Diversity Initiative

This program works to address the diversity needs of both the community and the City and is responsible for conducting diversity training for employees, securing facilitators for diversity orientation sessions, evaluating the effectiveness of sessions/facilitators, preparing materials for diversity sessions, coordinating Diversity Council activities, coordinating activities of the Mayor's Committee for Person's with Disabilities, ADA Compliance, monitoring employment trends, making recommendations for changes as needed, facilitating diversity sessions, and providing follow-up sessions as needed.

Our programs respond to the City Council's community goals of improving the quality of life by addressing the root causes of crime (poverty) and providing economic development activities that increase citizen access to high quality jobs while increasing the City's tax base:

- By providing an equal opportunity for Minority and Women-Owned Businesses to participate in the City's contracting activity; these firms become employers and provide employment opportunities to our citizens, thereby reducing poverty and increasing our tax base.
- By encouraging minority/women businesses to pursue contracting with the City and making the opportunities accessible.
- By encouraging business development to provide economic stability for the M/WBE firms.

EO/EA responds to the City Council's community goal of maximizing the efficient and effective management and accountability for the City's financial resources:

- By increasing the availability of firms through the utilization of M/WBEs and providing a competitive environment, which ensures that the City gets the best price for all goods and services rendered.
- By managing its departmental resources in a responsible manner.
- By providing diversity training and management programs to reduce litigation resulting from discrimination lawsuits.

RESOURCE ALLOCATION

	Actual FY2001-02	Adopted FY2002-03	Estimated FY2002-03	Adopted FY2003-04	Change
Appropriations					
Personal Services	\$ 262,814	\$ 326,546	\$ 290,270	\$ 354,815	8.7%
Operating	54,801	65,618	73,305	37,490	-42.9%
Capital		2,500	-	2,500	0.0%
Total Appropriations	\$ 317,615	\$ 394,664	\$ 363,575	\$ 394,805	0.0%
Full Time Equivalents	5	5	5	6	1
Part Time	-	-	-	-	-
Revenues					
Discretionary	\$ 317,615	\$ 394,664	\$ 363,575	\$ 394,805	0.0%
Program	-	-	-	-	
Total Revenues	\$ 317,615	\$ 394,664	\$ 363,575	\$ 394,805	0.0%

BUDGET ISSUES FOR FY2003-04

- Department reorganization for implementation of new initiative created the need to add a secretary position to assist with the additional program responsibilities.
- Reduction in operating due to one-time allocations for additional legal review and ordinance implementation.

UNFUNDED ITEMS

- | | |
|--------------------------------------------------------------|-----------|
| • Discrimination/Disparity Study | \$250,000 |
| • Small Disadvantage Business Enterprise (SDBE) Bond Program | \$75,000 |
| • SDBE Mentor Program | \$10,000 |
| • SDBE Staffing Support | \$36,000 |
| • SDBE Legal Consulting Services | \$30,000 |

COMPLETED INITIATIVES FOR FY2002-03

- Certified minority and women owned firms to do business with the City and maintained the electronic database.
- Facilitated Diversity Orientation training for all new employees.
- Conducted Minority Enterprise Development Week activities.
- Published "The Quarterly Rapport" Diversity Newsletter.
- Conducted monthly Diversity Film series.
- Promoted Diversity within the City with Diversity Change Agent Awards.
- Facilitated the Mayor's Committee Banquet.
- Completed the legal review for proposed amendments to the Minority and Women Business Enterprise Ordinance.
- Provided staff support to the M/WBE Advisory Committee and community representatives in their review of proposed amendments to the Minority and Women Business Enterprise Ordinance.
- Provided an internship for a UDI Youth Build student.

DEPARTMENT INITIATIVES FOR FY2003-04

- Implement new Equal Business Opportunity Ordinance.
- Seek business opportunities for certified M/WBE firms in the American Tobacco Project, Barnes Avenue Project and the Hope VI Project.
- Develop and implement a local project coordination initiative to provide business opportunities for certified M/WBE's.
- Establish M/WBE reporting procedures to address Senate Bill 914 requirements.

GOALS, OBJECTIVES & STRATEGIES FOR FY2003-04

GOAL: To implement the new Equal Business Opportunity Ordinance (EBO).

OBJECTIVE: *To develop a training module for implementation of the EBO Ordinance by July 30, 2003.*

STRATEGY: Review ordinance and develop appropriate training module.

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2003	Adopted FY 2004
# of training modules developed	0	0	0	1

OBJECTIVE: *To provide training for project officers in their responsibilities as outlined in the EBO Ordinance by June 30, 2004.*

STRATEGY: Meet with department heads and identify attendees, schedule training.

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2003	Adopted FY 2004
# of project managers attending training	0	0	0	10

OBJECTIVE: *To develop the data collection system as required by the EBO Ordinance by June 30, 2004.*

STRATEGY: Hire consultant to assist in software program development; work with Technology Solutions on software program implementation.

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2003	Adopted FY 2004
# of data systems developed	0	0	0	1

OBJECTIVE: *To increase the amount of contracting dollars awarded to M/WBE firms in accordance with the EBO ordinance by June 30, 2004.*

STRATEGY: Seek and make available economic and business development opportunities for M/WBE firms

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2003	Adopted FY 2004
% dollars spent with MBE's in Professional Services	14%	15%	15%	15%
% dollars spent with MBE's in Construction	18%	15%	15%	15%
% dollars spent with WBE's in Professional Services	5%	10%	5%	5%
% dollars spent with WBE's	3%	5%	3%	5%

in Construction

GOAL: To promote acceptance of diverse cultures within City of Durham work groups.

OBJECTIVE: To provide Diversity In The Workplace training sessions for City employees by June 30, 2004.

STRATEGY: Schedule and facilitate weekly training sessions.

MEASURE:	Actual FY 2002	Adopted FY 2003	Estimated FY 2003	Adopted FY 2004
# of training sessions held	24	24	24	24